

STATE BOARD OF FUNERAL DIRECTORS/EMBALMERS

MINUTES OF MEETING

27 June 2005

Open Session

The Open Session of the State Board of Funeral Directors/Embalmers (Board) was called to order on the above date in Room 104, Cannon Building, Rhode Island Department of Health, Three Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meeting Law, so called, and other applicable provisions of the General Laws of the State of Rhode Island, as amended. A quorum was established.

Board members in attendance:

Raymond Butterfield

Elizabeth Feid

Edward Murphy

Sheila C. Perkins

Board members not in attendance:

Robert T. Jones

Staff members in attendance:

Charles Alexandre, Chief, Health Professions Regulation

Donna Dickerman, Sr. Board Administrator

Others in attendance:

None

The minutes of the meeting held on 25 April 2005 were presented. On a motion by Ms. Perkins and seconded by Ms. Feid, it was unanimously voted to accept the minutes of the Open Session.

On motion of Mr. Murphy, seconded by Ms. Perkins, it was unanimously voted to adjourn to Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws, in that confidential issues of fitness for licensure and investigative cases will be discussed.

Return to Open Session

Mr. Murphy called the Open Session back to order.

On motion of Ms. Feid, seconded by Ms. Perkins, it was unanimously voted to keep confidential all matters discussed in Executive Session and to seal those minutes inasmuch as fitness for licensure and ongoing disciplinary matters were addressed.

The Board reported that the following final actions were taken while in Executive Session:

2005-04-EMB: No Unprofessional Conduct

Business

The Board reviewed and approved the application of the following individual for licensure as funeral director/embalmer interns:

- Michaela A Branch**
- Paul T Roy**
- Carlos H Vega**

The Board reviewed and denied the request for an extension of a funeral director/embalmer intern license for Joseph P DiBiase pursuant to section 5-33.2-16 (a) of the Rhode Island General Laws, as Amended, which state, in part, “the total term of internship must be completed within five (5) years from the date of original registration.

The Board reviewed and approved applications for the following funeral establishments:

- T Lauzon Funeral Home LLC**
- McAloon-Kelly Funeral Home**
- O’Neill Funeral Home/Branch Office**

Topics of Discussion

Mr. Alexandre reported that William McGrath’s contract as the inspector of funeral establishments will expire on June 30, 2005 and the contract is to be put out to bid through the Department of Administration Division of Purchasing.

Mr. Murphy presented a copy of the National Funeral Directors Association Embalming Report form with the recommendation that the Department require the use of this form as a record of the embalming practical examination. Mr. Butterfield stated he had possession of a similar form that may be of interest to the Board and he will provide copies for review. No action taken at this time.

Adjournment

The Chairman called for a motion to adjourn the Open Session pursuant to the Sections 42-46-4 and 42-42-5 of the General Laws of the State of Rhode Island. On a motion by Ms. Perkins and seconded by Ms. Feid, it was unanimously so voted to adjourn. The Open Session of the meeting was adjourned at 3:45 pm.

Respectfully submitted,

Charles Alexandre

Chief, Health Professions Regulation